

## Common Filing Deficiencies

All electronically filed cases and documents must adhere to the requirements of NJ Court Rules regarding appellate filings. Failure to meet these requirements is cause for rejection of your electronic filing.

### Documents are deficient for the following reasons:

#### 1. Appeal does not have required information.

Include filing fee, transcript request information, order(s) appealed from.

#### 2. Authorizing Attorney is not an active member of the New Jersey Bar and/or does not maintain an office in New Jersey for the practice of law.

Filing Attorneys must be a member of the New Jersey Bar and/or maintain a bonafide office in New Jersey. [R.1:21-1](#) et. seq.

#### 3. Bar ID not included.

Include Bar ID must appear on all pleadings. Remember to include: Name, Address, Telephone Number, Email Address and Bar ID.

#### 4. Exceeds Page Limit.

See [R.2:6-7](#) for briefs, [R.2:8-1](#) for motions.

#### 5. Incorrect case number.

Must have correct Docket Number (Trial Court or Agency or Appellate) to enter data, or file a new case.

#### 6. Main Pleading rejected.

If the main pleading is rejected, all supporting pleadings under the same Transaction ID are rejected. **NOTE:** Supporting pleadings can be rejected, without rejecting the main document.

#### 7. Pleading not signed as required.

Pleadings shall bear a facsimile (if uploaded) or typographical signature of the filing party. s/ (Attorney name).

#### 8. Scanned document is not legible.

Review scanned documents before transmitting, illegible documents are rejected.

#### 9. Wrong document uploaded.

Pleading must relate to the document title. **NOTE:** This occurs when filer selects the wrong PDF file. Once a document is filed, a motion is required to remove it. Review all documents submitted prior to hitting the submit button.

#### 10. Wrong document type selected.

Pleading does not relate to the filing type or document title.

## **General eFile Information**

### **1. All "Parties" are entered in the "Party Field".**

It is the responsibility of the filing party to add all parties and counsel, when appropriate. If a party appeared in the trial court or agency below, they are now included as a party in the case; unless an order removing them was entered. For example, a stipulation of dismissal, as to specific party (Jane Jones) was entered, this dismissal removes that party from the case. Therefore, Jane Jones is no longer a party and does not need to be entered. **A copy of the trial court order removing the party must be uploaded with your appeal.**

In order to file in a related case in which you are not a party, for example, you are filing a response to a Motion to Consolidate. A party would be added to the party field as a [movant](#).

### **2. Cases eligible to eFile.**

All appeals are eligible for eFiling.

### **3. Document Title Page.**

Document does not include case caption, only the title of the document.

### **4. Document size.**

Each document submitted should not exceed 25 MB. It is suggested that the total transaction should not exceed over 200 pages per upload. If necessary you should break up your filings into volumes. An appendix volume cannot be over 200 pages in length.

### **5. Proof of Service/Affidavit of Mailing.**

When a document is electronically filed, a Proof of Service is required indicating if service was done electronically or by mail. The system will generate a proof of service based upon your filing, however, if you must serve a party by mail at a different time, an additional proof of service indicating that you did so needs to be filed.

### **6. Pleadings filed.**

A pleading is considered filed when accepted by the Clerk's office. However, until accepted by the Clerk's office, there is a chance a pleading may be rejected for a deficiency. A notice from the Clerk's office regarding a deficiency or acceptance will be emailed to the filer.

### **7. Pleading is not linked.**

Documents directly related to a previously filed document are linked utilizing the "Link Document" feature in the eFiling system. At data entry of a document you will be able to choose to link your document to another that has been previously filed.

Motion to Dismiss (Main pleading)  
Defendant John Smith's Answer to Motion (Linked pleading)

#### **8. Sealed vs. In Camera.**

**Sealed** Documents are only viewable by all parties related to the case. A trial court order is required for a document to be sealed in the appellate division or a motion must be made. See [R. 1:38-11](#).

**In Camera** Documents are only viewed by the filer and the assigned Judge(s).

#### **9. Service of eFiled Documents.**

Service of documents between parties on eFiled cases are viewed through NJ eDATA system, unless the document is over the page limitations or the receiver is not a registered user of the system.

#### **10. Motion to Be Relieved as Counsel and Substitution of Counsel.**

A motion to be relieved as counsel is filed by the attorney of record who is currently within the eFiling system. A substitution of attorney can be either filed by the current attorney or the new attorney. The signed substitution must be uploaded.

#### **11. Type of Print.**

Must comply with [R. 2:6-10](#), "All briefs shall contain no more than 26 double space lines of no more than 65 characters per line, including spaces, each of no less than 10-pitch or 12-point type."